

**TOWN OF WOODSTOCK, CONNECTICUT
PLANNING & ZONING REGULATION REVIEW SUBCOMMITTEE MEETING
THURSDAY, MAY 3, 2012**

MEETING MINUTES

1. Call to order at 7:30 p.m.
2. Roll Call - Delia Fey, David Fortin, Syd Blodgett, Jeff Gordon, Fred Rich, Dorothy Durst, Joseph Adiletta (7:40), Dexter Young (7:45)
3. Approval of minutes
 - a. **April 5, 2012 Subcommittee meeting**
MOTION BY JEFF GORDON/SYD BLODGETT TO APPROVE THE APRIL 5, 2012 MINUTES. MOTION CARRIED UNANIMOUSLY.
4. Citizen's Comments – None
5. Town Planner Comments – None
6. Other from Commission (no discussion of pending or potential applications)
Dorothy Durst proposes that the minutes that are produced from here forward by Tina Lajoie be in line with what the town attorney has explained in the past to include only the minimum legal requirements of detail. Jeff Gordon seconds this change for the minutes and agrees that the POCD meetings that will be held in the future will probably need more detail. The text changes that are made will still be done by Ms. Fey and given to the Commission members before each meeting.
7. Resume DRAFT Zoning Regulations review at Article V, D, Section 5 Special Permit Decisions. Comments were received from Jeff Gordon and Ken Goldsmith.
(Dexter Young arrived at 7:45 and Joseph Adiletta arrived at 7:40)
After careful consideration to the comments of Delia Fey and Commission members, and detailed discussion, the following was decided upon for the Special Permit Criteria:

Article V, D, Section 5 **~~4~~ Special Permit Decisions Evaluation Criteria**

~~D. Special Permit Evaluation Criteria and Special Permits conform with the Plan of Conservation & Development and the Plan of Open Space and Conservation.~~

- A. No special permit shall be approved, approved with modifications /conditions, or **denied** ~~disapproved~~ until the ~~Planning & Zoning~~ Commission has evaluated the proposed use or activity relative to the following criteria, as they may apply.

No Special Permit shall be approved or approved with modifications/ conditions, until the ~~Planning & Zoning~~ Commission has found that the proposed use or activity meets all of the following criteria:

1. **It is in compliance with the Zoning Regulations of the Town of Woodstock;**
2. ~~All proposed Special Permits conform with the Plan of Conservation & Development and the Plan of Open Space and Conservation.~~ **It is consistent with the Plan of Conservation & Development and the Plan of Open Space and Conservation;**
3. ~~Will generate minimal off site impacts, including but not limited to adverse impacts on property values and the reasonable use, enjoyment and development of properties in the surrounding neighborhood;~~
3. **It will generate minimal off-site adverse impacts on the surrounding area, including but not limited to**

adverse impacts on:

- a. the environment;
 - b. the character of the area, including any natural, historical and cultural features;
 - c. the property values; and
 - d. the reasonable use, enjoyment and development of properties;
4. It will ~~neither not~~ adversely affect ground or surface waters nor endanger ~~future~~ drinking water supplies;
 5. It shall have the approval of appropriate agencies, such as the NDDH, WPCA, DPH, and DEEP for sewage disposal and water service;
 6. It does not adversely impact existing traffic conditions, including a finding that streets serving the proposed use or activity are adequate to carry any additional traffic generated by the use or activity, and that no traffic safety problem (e.g., poor sight line) will be caused or significantly aggravated by the use or activity.
 7. It will provide unhindered emergency vehicle access;
 8. It will not adversely affect public health, safety or welfare; ~~Will have adequate systems for sewage disposal and water service.~~
 9. It will meet the following standards, as applicable:
 - a. Adequate landscaping and buffering treatments
 - b. Stormwater management
 - c. Erosion and sediment control
 - d. Lighting
 - e. Signage
 - f. Floodplain
 - ~~10. Includes adequate landscaping and buffering treatments;~~
 - ~~11. Will not generate additional stormwater runoff so as to adversely affect downstream drainage systems, wetlands, watercourses or structures;~~
 - ~~12. Will have an acceptable erosion and sedimentation control plan;~~
 - ~~13. Will not adversely affect the health and safety of residents or workers.~~
 - B. Following the public hearing, the Commission may approve, ~~disapprove~~, modify and approve, or deny the application.
 - C. Whenever the Commission acts upon a Special Permit, it shall state on the record the reason for its decision and its findings with respect to the criteria listed above.
 - D. In granting approval for any Special Permit, the Commission may impose such reasonable conditions or modifications to the plan as are deemed necessary to ensure conformity with the evaluation criteria and any other requirements of these Regulations.
 - E. Where the Commission finds or has reason to believe that circumstances or conditions upon which a Special Permit is warranted may change over time, the Commission may limit the time during which the Special Permit shall remain valid and may cause the review and substantiation of the justifying circumstances or conditions at periodic intervals or when occupancy or tenancy of the premises changes.

Article V, D, Section 6 ~~5~~ **Post Decision Decisions on Special Permit Applications**

- ~~A. No decision shall be rendered on a special permit application until a public hearing has been held in accordance with the requirements of Sections 8-3c and 8-7d of the Connecticut General Statutes, as amended.~~

- ~~B. At least ten (10) days prior to such public hearing, the applicant shall post a notice, in a form and content approved by the Planning & Zoning Commission, at a visible location(s) along the premises' street frontage(s), indicating that an application is pending with the Planning & Zoning Commission.~~
- ~~C. The applicant shall also send a written notice of such pending application to all owners of property (from Assessor's records) within a **three hundred** (300) foot radius of the parcel's boundaries, at least ten (10) days prior to the public hearing, and shall provide a list of all such property owners and the letter sent to them, together with evidence of such mailing, to the Commission at least five days prior to the hearing.~~
- ~~D. At the public hearing, the applicant shall present the application, including the special permit plan and any other documents required or submitted with the application, and the public, Commissioners, and Town staff will also be given an opportunity to be heard.~~
- ~~E. In granting approval for any special permit, the Commission may impose such reasonable conditions or modifications to the plan as are deemed necessary to ensure conformity with the evaluation criteria and any other requirements of these regulations.~~
- A. Following the action of the Commission to approve, or **to** modify and approve, a special permit application, and prior to endorsement of ~~said the~~ approved special permit plans, the applicant shall submit to the Commission ~~an electronic drawing of said the~~ approved Special Permit plans **in digital format. See "Permits above, for specifics of this requirement.**

The next regulation review subcommittee meeting will resume at Article V, D, Section 6 Post Decision and PZC will review to be sure all lined out items should in fact be taken out.

MOTION BY JEFF GORDON/DOROTHY DURST TO TABLE AGENDA ITEM 8, ARTICLE VII, TO THE NEXT MEETING. MOTION CARRIES UNANIMOUSLY.

9. Agenda for next meeting – (May 24th date at 7:30 p.m. was decided upon for the next meeting.)
- Chair Fortin states that item 7, review of DRAFT Zoning Regulations, will resume at Article V, D. Section 6 Post Decision.
 - Chair Fortin asks Delia to review page 36 of the current regulations to see if that is covered anywhere under post decisions.
 - At April 5th meeting, PZC skipped over Special Permit Application Requirements to allow time for Delia to review. This will be included on upcoming agenda since Delia has done her review.
10. Adjourn
- MOTION BY DEXTER YOUNG/JEFF GORDON TO ADJOURN AT 10:28 P.M.**
MOTION CARRIES UNANIMOUSLY.

Respectfully Submitted,

Tina M. Lajoie
 Planning & Zoning Clerk